



SITE PLAN CHECKLIST AND REQUIREMENTS

To initiate the site plan review process, please provide:

- 13 copies – 18" x 24" Blue or Black Line prints – **(All Site Plans shall be Accordion Folded);**
- 1 copy – 8 ½" x 11" Black Line Print

After staff review and 15 days prior to the Zoning hearing, provide:

- For Zoning Commission hearing: 15 copies of revisions to site plan, *as requested by staff* – 18" x 24" Blue or Black Line prints and one 8 ½" x 11" copy. **(All Site Plans shall be Accordion Folded.)**
If revisions are not received a minimum of one week before the scheduled hearing, the application will be incomplete and the case may be delayed until the revisions are received.
- For City Council hearing: 3 copies of revisions to site plan, *if requested by the Zoning Commission* – 18" x 24" Blue or Black Line prints and one 8 ½" x 11" copy. **(All Site Plans shall be Accordion Folded.)**
If revisions are not received a minimum of one week before the scheduled hearing, the application will be incomplete and the case may be delayed until the revisions are received.

Copies for the Zoning Commission and City Council may be submitted together, after staff review. However, additional copies will be required if the Zoning Commission requires amendments to the site plan.

A minimum of **four (4) copies of the final, approved site plan** will be required upon submittal for signature. The City will retain three originals and a minimum of one will be returned to the applicant.

Submit all required documents to the Department of Planning & Development, Zoning Section, Lower Level, City Hall.

1. Survey Plat:

- ☐ A current boundary survey or plat of the property by legal addition.

2. Site Plan Illustration Items to be Shown on the Plan:

- ☐ Buildings and Structures – The location and dimensions of all existing and proposed buildings and structures on the site, including those proposed for removal; the specific category of land/occupancy use(s) to be contained therein; the gross floor area, number of stories, land density per net acre of any residential buildings to remain or proposed, building height and separation, exterior construction material(s); and the location of all entrances and exits to buildings.
- ☐ Streets, Parking, and Drives – The location, paving and Right-of-Way widths, dimensions, and type(s) of all existing and proposed surface materials of perimeter and internal public and private streets, driveways, entrances, exits, parking and loading areas including the number of off-street parking and handicapped spaces, access ramps, wheel stops/curbing and internal vehicular circulation pattern(s) or flow diagrams.
- ☐ Supplemental Surfaces – The types of surfacing *i.e.* grass turf, gravel, walks, etc. elsewhere existing or proposed on the site that is not proposed for vehicular paving and circulation.
- ☐ Dumpsters/Air Conditioners/Compactors – The size and location of all garbage containers, compactors, ground mounted air conditioners, etc., including the screening material identification and height thereof.
- ☐ Landscaped Areas – Perimeter street parkway and interior site landscaped areas, including walks, malls, open areas, and applicable recreation facilities for use by the public and/or tenants, etc. The site shall meet the minimum requirements of the City's landscape provisions of the *Zoning Ordinance*. (See also below)
- ☐ Fences and Screening – Existing and/or proposed location and height of all screen fences or walls and screen planting (including type), buffer yards.

- ☐ Land Use and Zoning – Land use and zoning classifications of both the site area and the immediately adjacent properties abutting the site.
- ☐ Area Lighting – The location, height, type, foot-candle level and orientation of all area and security lighting.
- ☐ Signs – The location, type, height and illumination of all proposed wall, roof, monument, and pole signs.
- ☐ Setbacks and Easements – Show all utility, drainage, and other easements, and all setbacks as appropriate to the zoning district and recorded plats.

3. Landscape Features to be Shown on the Plan;

- ☐ Perimeter landscaping.
- ☐ Interior landscaping areas within parking lot and percentage ratio.
- ☐ Proposed irrigation system (noted).
- ☐ Proposed planting plan showing location and type of proposed trees and shrubs per Landscape Ordinance requirements, including a planting materials summary table.

4. Project Identification and Related Information to be Shown on the Plan:

- ☐ Title of project of development (in bold letters) in the lower right hand corner of the plan.
- ☐ Date of preparation or revision, as applicable.
- ☐ Name, address and telephone number of engineer, architect, surveyor, planning and developer/owner.
- ☐ North point, scale, date, and legal description or proposed site.
- ☐ Location sketch map.
- ☐ Provide the Zoning case number in the lower right hand corner of the plan, below the title.
- ☐ Provide signature line labeled: **“Director of Planning and Development”** with a **“Date”** line below, at lower right hand corner of the drawing, above the project title.